

Fogo Island Workshops

About the Role

Title: Production Assistant

Team: Fogo Island Workshop

Location: Fogo Island, NL, Canada

Who We Are

Shorefast is one of North America's most creative and notable social enterprises and the charitable organization behind the world-renowned Fogo Island Inn, Fogo Island Workshops, Fogo Island Fish, and Fogo Island Arts. Our work has garnered significant international interest including a feature on **60 Minutes** and in The New York Times' **52 Places for a Changed World**. The mission of Shorefast is to build, learn, and share economic development practices that catalyse the assets of local places, starting with Fogo Island.

Learn more about us: shorefast.org

The Opportunity

Reporting to the Production Manager; The **Production Assistant** will assist in the finishing and fabrication of wooden furniture and objects and participate in the maintenance of the facility, tools and equipment. The Production Assistant will uphold the organizations culture, as well as our designs and specifications for our woodshop products. Health and safety procedures must be upheld at all times, when working in the shop and with the woodshop equipment.

What You'll Do

- Practice consistent use of PPE's and maintain a team approach to workshop safety.
- Assist with sanding and applying finishes such as stain, oil or paint to products, as per SOP
- Assist the production team in preparing wood items for the finishing department.
- Assist in the packaging of furniture and textiles for delivery
- Maintain equipment and keep a clean and well-organized work area.
- Maintain clean and organized storage areas for the Woodshop materials
- Follow the production schedule and meet targeted deadlines.
- Assist with material selection: sandpaper, paint, oil, etc., detect, remove and repair defects in materials.
- Operate woodworking machines and tools, i.e. jointers, planer, lathe, routers, panel saw, etc.
- Assist with detailed measurements and photography of furniture and objects, both for archiving and for customer communications.
- Follow all SSEI organization policies and procedures.
- Comply with all company health and safety policies and procedures at all times.
- Create a warm and welcoming environment for Woodshop guests and customers when in workshops and when outside guests are visiting the shop floor.
- Assist with a variety of workshops and programs for Fogo Island residents and visitors.

Qualifications and Experience

- High School Diploma or GED equivalence
- 1-2 years working in a production setting such as construction or workshop preferred but not required

What We Offer

- Competitive salary
- Health and dental benefits, along with access to an employee assistance program for mental health support and work/life services
- Team member discounts within our businesses (Fogo Island Inn and Fogo Island Workshops)
- Housing and relocation assistance
- An engaged, highly supportive, and collaborative environment that encourages creativity and curiosity

- The opportunity to work in a thriving social enterprise
- Continued learning and professional development training

To Apply

Please submit a cover letter and resume to careers@shorefast.org, with the subject line “**Production Assistant**”; Questions about this position may also be directed here.

Deadline for Applications: Until Filled

We are grateful for all applications, but only those selected for an interview will be contacted.

At Shorefast, we endeavour to foster an accessible work environment and to ensure all in our care feel safe and valued. Please reach out if there is anything we can do to accommodate a more accessible or inclusive application process.